EF ACADEMY

International
Boarding Schools

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Document Purpose:	The "Health and Safety at Work Act 1974" (HASAWA) and other regulations place duties upon employers, employees, and the self-employed to protect everyone involved in, or affected by, work activities. This health and safety policy brings together into one document the procedures and guidelines developed within the school, and a framework for future developments and updating that may apply as necessary.
Related Documents:	HASWA ACOPS First Aid Policy Risk Assessment Policy Risk Assessments National Minimum standards for boarding schools (from 5th September 2022), specifically NMS 9: Safety of Boarders
Updated	September 2022 October 2023 Mohammad Mahmood (Facilities Manager and Health & Safety Officer) March 2024 Rob Tasker (Deputy Head) May 2024 Rob Tasker (Deputy Head) August 2025 Rob Tasker (Deputy Head) January 2026 Rob Tasker (Deputy Head) August 2026 Rob Tasker (Deputy Head)
Date of Next Review:	August 2027 (reviewed annually as a minimum)

Purpose
The "Health and Safety at Work Act 1974" (HASAWA) and other regulations place duties upon employers, employees, and the self-employed to protect everyone involved in, or affected by, work activities.
These duties have been improved in the years since the original Act in 1974 through continuous release of new regulations and approved codes of practice.

This health and safety policy brings together the procedures and guidelines developed within the school and a framework for future developments.
Responsibility for the production, updating, and development of this policy lies with the Deputy Head of School, the written updating and amendment may be delegated.

All employees and contractors are required to be familiar with, understand, and act upon its requirements.
All employees and contractors have a legal requirement to keep themselves and others around them safe whilst at work. They must comply with all statutory duties and must not misuse anything provided by the school in the interests of health, safety, and welfare.

This policy is issued with the authority of the Deputy Head of School and its requirements are binding upon all employees.

Policy Statement
The school recognises its responsibility for managing and monitoring the entire school's safety performance.

This policy explains the arrangements for implementing the health and safety within the school. For example, responsibility of individuals and the procedures to follow, which ensure the health and safety of staff, students, contractors, and visitors.

The Deputy Head of School has a duty to ensure the highest standards of health and safety within the organisation and through its undertakings for its employees, students, contractors, visitors and members of the public are achieved.

The Deputy Head of School recognises and accepts that health and safety is an integral part of daily working and receives the same commitment as other managerial functions.

Roles and Responsibilities
Deputy Head of School:
The Deputy Head of School has overall responsibility for the health, safety and welfare of all employees, students, contractors, and visitors. The following duties are carried out in partnership with the Facilities Manager and Health & Safety Officer.

The Deputy Head of School will:

- Take day to day responsibility for all health and safety matters affecting the school.
- Ensure effective communication on all health and safety matters between the School and the EF Corporate Safety Advisors.
- Together with school staff assess and control any risks within the school, including any activities, wherever they are undertaken.
- Ensure all equipment and articles for the school are adequate for their intended use and

where necessary are correctly serviced and properly maintained.

- Ensure the school has adequate and appropriate first aid equipment, facilities, and appropriately trained staff.
- Maintain the accident reporting system, ensuring this is suitable for the school.
- Evaluate the need for health and safety training for school staff and arrange for its delivery.
- Ensure adequate fire drills are carried out and their results recorded.
- Update where necessary the school's health and safety policy and bring any amendments to the notice of all staff.
- Ensure adequate emergency procedures are in place.
- Bring to the attention of EF Academy President any matter of health and safety that cannot be resolved or is likely to cause imminent danger to the site or to any persons.
- Ensure the school has access to competent health and safety advice.
- Ensure adequate training to enable appropriate standards of competence.
- Ensure provision is made available for the maintenance of the workplace, and the working environment for all employees.
- Ensure all employees can carry out their duties safely and without any risks to health and welfare.
- Collate medical consent forms and important medical information for each student and to ensure these forms and the information, is accessible to staff as necessary.
- Ensure all members of staff are familiar with and are aware of all school requirements.
- Responsibility of duties, which include activities organised on behalf of the school that are taken place off the school site.

Deputy Head of School Additionally – in the absence of a The Facilities Manager and Health & Safety Officer from January 2026 will:

Be responsible for the day-to-day application of the Health and Safety Policy and to escalate where necessary any serious concerns to the VP Operations.

- Ensure all plant rooms, equipment, storage, and systems of work are operating as they should and are safe to work with.
- Ensure the safety and management of risks to health in connection with the handling, storage and transport of articles and substances.
- Provide adequate health and safety information, instruction, and supervision to enable appropriate standards of competence.
- Conduct the necessary risk assessments to review the school's activities, and ensure the correct steps are followed by all staff and students.
- Take all reasonable measures to eliminate, reduce and control the risks to the health and safety of all employees, students, contractors, visitors, and members of the public.
- Communicate with contractors and companies undertaking work on the school site, to ensure utmost safety is upheld.
- Ensure arrangements for fire prevention within the school are adequate, such as the testing of fire alarm systems, firefighting equipment, emergency lighting and that records are maintained.
- Ensure equipment and articles are correctly serviced and properly maintained.

The School Staff will:

- All employees are to be familiar with the school's health and safety policy.
- Ensure they work in ways that are safe and without risks to themselves or others around them.
- Cooperate with others to ensure health and safety by adhering to advice, instructions and procedures for health and safety.
- Report any unsafe practices which come to their notice to the Deputy Head of School.
- Report any unsafe fixtures, fittings or items of equipment which come to their notice.
- Participate actively with the school to improve the standards of health and safety for all.
- Aware of their responsibility to ensure they are familiar with all school requirements.
- Be aware that failure to observe health and safety requirements by any member of staff could lead to disciplinary action.

The Students:

- All students are to be familiar with the school's Fire Safety Policy.
- Ensure they behave in ways that are safe and without risk to themselves, other students, staff, contractors or visitors.
- Cooperate with others to ensure they adhere to health and safety advice, instructions and procedures.

Objectives

- Compliance with the requirements of the Health and Safety at Work Act 1974 and all other relevant health and safety legislation and approved codes of practice.
- A working environment that is safe, with managed risks to health and with adequate facilities and arrangements for welfare at work.
- Plant rooms, work equipment and systems of work that are safe to use without risks to health and safety.
- Arrangements for ensuring safety and with managed risks to health in connection with the use, handling, storage and transport of articles and substances.
- Sufficient information, instruction, training, and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work.
- Necessary safety devices and personal protective equipment and supervision of their use.
- Adequate financial provision to meet the approved codes of practice and requirements of all legislation including protective measures identified by risk assessments.
- Investigating all accidents, including injuries, illnesses, and near-misses.
- To file and maintain adequate records of all accidents and incidents and to provide appropriate reports to help identify potential improvements.
- Conducting regular safety inspections.
- Risk assessments with appropriate preventative and protective measures to eliminate or significantly reduce the risks from the workplace.

Monitoring and Review

This policy will be regularly monitored to ensure the objectives are achieved. It will be reviewed and updated annually to ensure it reflects revised legislative or organisational changes.
A copy of this policy is sent to every member of staff who must acknowledge that they have read and understood it. The Policy is available to all staff on Globalnet.

Updates to the policy will also be communicated to staff through regular training sessions and staff briefings.

Arrangements or procedure for ensuring the policy is met:
Accident Reporting
Administration of Medication
Auditing of the Safety System
Blood - Avoiding Contamination
Bodily Fluids
CCTV
Classroom Equipment
Conduct and Behaviour around School
Contractors
Control of Substances Hazardous to Health (COSHH)
Crisis Management Plan
Electrical Safety
E-Safety
Fire Safety
First Aid
Flammables
Food Hygiene
Harassment and Violence
Health and Safety Assistance
Homeworking
Infection Control
Ladder Safety and Working at height
Lone Working
Mental Health and Wellbeing
Moving and Handling
Office Safety
Off Site Visits
PAT testing
Pregnant Workers
Property Maintenance
Risk Assessments
Security

Accident Reporting
All accidents including injuries, illnesses and near misses, must be reported on the Accident Report Form.

The form must contain the following information:

- Type of accident to report
- Who suffered the accident
- Name, address, telephone and email of the person who suffered the accident
- When and where the accident took place
- How the accident happened
- The cause of the accident
- Injuries and illnesses sustained

- Medical treatment given
- What happened immediately after the accident
- Witnesses to the accident
- Name, address, telephone and email of the person dealing with the accident

Managing an incident:

- Assess the situation
- Make the area as safe as possible
- Send for help if necessary
- Find out what has happened: ask open questions
- Take control
- Wear any necessary PPE
- Begin providing first aid if first aid trained

If the individual requires hospital treatment:

- The nurse, a House Parent or a Pathway Manager will accompany the student involved, in a taxi, if necessary, to the John Radcliffe Hospital. The staff member will remain with the student until they have been discharged, or until they have been replaced by a colleague or advised otherwise.
- If there is any indication the student has an infectious disease, relevant PPE must be worn.
- The Deputy Head of School must be notified.
- If the student requires an ambulance, the staff member dealing with the incident, must inform the emergency services and must accompany the student.

If the situation is determined to be non-emergency:
Staff members should inform the student to seek help from the House Parents or Pathway Managers, so relevant medical help can be informed such as a doctor's appointment.
If in any doubt, then call NHS 111, this is a non-emergency number where advise will be given to keep the individual safe.

Administration of Medication
The following staff have undertaken training to administer medication to those necessary:

- Deputy Head
- School Nurse
- All House Parents
- Sports, Activities and Events Coordinator
- Leader or designated person on any (overnight) residential trips

Students are expected to:

- Declare all medicines they bring on arrival at EF Academy Oxford
- Declare all medicines they subsequently buy or acquire
- Use only their own medicines and not to share medicines with other students
- Store their medicines in their personal safe or in a bag/pocket within their possession

Students self-medicate at the school, any students that require assistance in taking (or remembering to take) prescribed medicine will leave their medicines with the Boarding Team.

These medicines will be kept in the safe in the Medical Room. The student involved and the staff member issuing the medicine will both sign a log confirming medicine consumption has taken place. This log will be dated and shall state the dosage amount.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescribe instructions for administration and dosage.
Students with the need to keep prescribed medicines cool will be provided with a mini fridge in their residence room.

Parents of students who are at risk of life-threatening anaphylactic reactions are required to complete a consent form, available from the Pathway Managers.
All such medication is kept secure in the Medical Room. For more information on the school's medicine policy, we have the Medical Provision & Medicines document.

The school aims to encourage students with medical needs to participate in safely managed offsite visits. The school will consider reasonable adjustments to be made to enable students with medical needs to participate fully and safely.

This may include reviewing and revising the offsite visits policy and procedures so that planning arrangements will include the necessary steps to include all students. Arrangements for students with specific medical needs will be included in the risk assessment.

A register is kept of all students in school with specific medical conditions, and this register is available to all staff responsible for student medical care. Other staff are made aware of medical conditions on a need-to-know basis as informed by the Deputy Head of School.

Auditing of the Safety System
It is a legal requirement that the school's safety system is regularly checked to ensure it remains up to date and effective.
The school has introduced a compliance process to evaluate the school's health and safety processes and procedures.
A Risk Register including health and safety concerns and appropriate mitigations are completed and reviewed by the senior leadership team.

An independent audit is undertaken, every two years. This ensures the systems remain effective, the management procedures and risk assessments are reviewed, and all relevant compliance checked.

Blood – Avoiding Contamination
Blood Borne Viruses (BBVs) are viruses carried by some people in their blood system. These viruses can cause disease in some people and few or no symptoms in others. The virus can be transmitted through contact with infected human blood and other potentially infectious body fluids.

The main BBVs of concern on site are:

- Human Immunodeficiency Virus (HIV)
- Hepatitis B Virus (HBV)

- Hepatitis C Virus

These BBVs are of most concern because they are from which health care workers are at most risk.

All staff should be familiar with the following procedure before having to handle blood:

- Wash hands thoroughly
- Use of disposable gloves
- Clean and treat wound as according to first aid training
- Dress the wound safely
- Dispose of necessary PPE/materials, contaminated materials to be disposed of correctly
- Wash hands thoroughly
- Record incident on an Accident Report Form

Action after possible infection with BBV: or other bodily fluids:

- Wash and clean affected skin thoroughly
- If skin is broken, encourage the wound to bleed, do not touch the wound – wash and clean thoroughly
- If eyes, nose or mouth have been affected, then wash and clean thoroughly
- Record the source of contamination
- Report the incident to a first aid trained person
- Prompt medical advice is important, the circumstances of the incident need to be assessed and consideration given to any medical treatment required.

Bodily Fluids

Modern public health and hygiene practices, treat body fluid as potentially unclean. This is because they can be vectors for infectious diseases, such as sexually transmitted diseases or blood borne diseases.

Employees are expected to fully comply with the controls set out in this procedure. As it is not possible to identify all circumstances where employees are not at risk from diseases associated from body fluids.

Procedures:

- Ensure full PPE kit is worn to comply with reducing the spread of respiratory Infections
- Avoid hand to mouth and eye contact
- Protect skin lesions and existing wounds
- Avoid contamination
- Avoid exposure to needles and sharp objects, extra precaution to be taken in their disposal, which is in the sharps bin in the Medical Room.
- Control surface contamination through containment and appropriate cleaning and sanitisation procedures.
- Dispose of all contaminated waste and linen safely. Waste must be placed in a yellow biohazard bag and dealt with as clinical waste

Procedure for the decontamination of surfaces and equipment:

- Spillages of body fluids should be treated with chlorine releasing agents such as granules or tablets.
- Must wear correct and full PPE kit to ensure compliance with reducing the spread of

respiratory infections.

- Using disposable paper towels to wipe up excess body fluids.
- Using granules or tablets in correctly over the spilled body fluid, to sufficiently allow to solidify and disinfect the spillage, then to cover with paper towels.
- Clean the jellified material and then thoroughly clean the area with disinfectant soap and hot water.
- All items used in this process, must be disposed of in the yellow biohazard bags.

- The bags must be collected for incineration. This includes all used absorbent powders, contaminated disposable PPE and heavily soiled clothing, bedding or soft furnishings. waste collection.

CCTV
The use of CCTV and the data collected is designed to protect individuals, and the school. Students and staff are notified of its use and full details are included in the CCTV Policy.

Classroom Equipment
All staff in classrooms have a responsibility to ensure all equipment is clean, well maintained, and safe. If any item of equipment is identified as being unsafe, this should be reported to the Maintenance team via the QR Code or escalated to the Deputy Head of School.

Conduct and Behaviour around School
Students are informed to be respectful whether on or off the campuses. This includes adhering to the rules in the school, residence, and classrooms. Non-compliance will be dealt with in accordance with the school's Behaviour Policy.

Contractors
All contractors who work on site have an Enhanced DBS certificate, those contractors without an Enhanced DBS check are always supervised by the Facilities team.

Contractor checks are also made for competence and insurance of all work to be carried out. Contractors are asked to provide risk assessments and method statements as necessary for any tasks carried out undertaken on site.

Control of Substances Hazardous to Health (COSHH)
All substances that fall under the COSHH regulations will be stored in a locked cupboard, in their original container with the original label.
Chemicals must not be mixed with other chemicals and must never be decanted into other equipment.
All spillages must be cleaned up immediately, and accidents recorded on the Accident Report Form as outlined in the Accident Reporting section of this policy.

As part of health and safety, students are told to recognise warning symbols, which appear on cleaning chemicals and are warned of the associated dangers. PPE is available to all staff when using chemicals.

COSHH risk assessments are conducted on site to ensure safety for everyone that may come

into contact with chemicals. The user is informed of the associated dangers and the necessary control measures to be in place for that chemical. On site there are also suitable first aid arrangements for treating chemical incidents.

The Science Department is subject to separate regulations (CLEAPPS) and currently undergo an external review of procedures every two years.

Crisis Management Plan
The school is aware of the importance of having procedures in place to deal with different crisis.

This includes things such as a fire on site or external threats, where the school may be inaccessible to both staff and students.
More information in the Crisis Management Plan, is available on Globalnet.

Electrical Safety
Electricity is potentially dangerous and can cause death if it is misused or if equipment is not treated with respect. The Electricity at Work Regulations imposes duties on organisations to prevent danger and to carry out work on electrical systems in a way that prevents danger.

The following procedure must be adhered to, in the use of electricity:

- All portable electrical appliances will be tested annually and labelled to ensure safety of use. Any equipment not deemed safe will be disposed of correctly.
- Staff are instructed to visually check items of electrical equipment before use, to ensure there are no signs of burning, damaged cables, loose covers.
- Any faults must be reported to the facilities team immediately and the equipment taken out of use until it is suitably repaired or replaced.
- Any work on electrical circuit or equipment will always be conducted by qualified and competent engineers.
- All staff must be aware of keeping areas and workspaces safe and clear from loose cabling.
- The fixed wire testing is an essential part of the planned preventative maintenance and will be tested every five years.

E-Safety
The school recognizes new technologies are integral to students lives and to the process of learning. The Internet and other digital platforms are powerful tools for learning and provide opportunities for creativity. However, the misuse of online platforms can result in negative effects on individual's and others mental health.
Therefore, to ensure that all staff and students always have safe Internet access the school enforces an E-Safety Policy.

Fire Safety
Everybody has a duty to ensure all areas are safe and clear and to never allow rubbish or any build up, which may have an impact to cause or fuel fire spread.
All fire equipment is checked and tested, and necessary steps taken to ensure schools compliance with fire safety.
More information is available on the school's Fire Safety and Evacuation Plan Policy.

All staff receive fire safety awareness information and training, through their induction, a campus tour and online training.

First Aid
First Aid should only be provided by an appropriately trained person, there are lists of these people situated around both the Cotuit and Cherwell campuses. More information regarding first aid and the list of trained people can also be found in the First Aid Policy.
Any form of first aid administered must be recorded on the Accident Report Form. All Staff receive first aid training online or face-to-face.

By law all organisations with 50 or more employees need at least one level 3 First Aid at Work trained person. The following staff have this qualification at the school:

- Senior Boarding Staff
- Sports, Activities and Events Coordinator
- School Nurse

Flammables
Any equipment relating to flammables, must be used by a competent trained person. These items must also be stored safely displaying the correct warning labels. The most common areas this may be, are the Science department and the Maintenance Workshop.

Food Hygiene
The school encourages its students to participate in various activities such as cooking and use of the school kitchen. To ensure the safety of the food stored and produced, regular temperature checks must be taken of the food and the storage equipment, such as fridge and freezer.
Food must be labelled accordingly and any food that is out of date or not good to consume must be discarded safely.
Regular thorough cleaning of the kitchen must be completed, to ensure it is a safe place to work, store and cook food in.

All staff who have the responsibility for food preparation are required to undertake the appropriate training.

The following staff are trained to level 2 Food Hygiene for Catering:

- Senior Boarding Staff
- House Parents
- Sports, Activities and Events Coordinator

The following members of staff are trained to level 3 Award in Food Safety for Catering:

- Senior Boarding Staff

Food Allergen Training:

- Boarding Staff

Harassment and Violence
Any form of harassment and violence against students or staff is unacceptable. It breaches ethical standards, as well as affecting the physical and psychological health of those involved. Physical or verbal abuse is not tolerated anywhere whether on or off site. Any incidents involving students, staff or the general public must be reported, so appropriate action can be taken to safeguard those involved.

Health and Safety Assistance
The school has competent health and safety practices in place. This is to ensure the site is compliant and so students and staff have the resources should they encounter any problems. The school also has access to a councillor, should staff or students wish to discuss any factors affecting them, or for advice on various things.

Homeworking
EF Academy recognises the important role that flexible working played, in providing education and services to students and colleagues during the COVID-19 pandemic.

EF Academy defines homeworking in two categories:

- Working from home at times when access to the school site is denied following government legislation or critical incident.
- The school as the main place of work, with working from home occasionally.

EF Academy understands that extended periods or enforced working from home can have a negative impact on individuals, therefore it will provide staff with health and wellbeing support, information, and training during this time.

Infection Control
The school sets out the policy on actions to prevent the spread of infectious diseases. This involves taking steps to separate or reduce the number of people in certain areas, to aid the prevention of the spread and the effect on people.
More information on infection control can be found in the Infection Control Policy and the associated Risk Assessment.

Ladder Safety and Working at Height
Ladders and working at height are to be used safely and as instructed, correct PPE must be used. Only trained persons can use ladders and work at height – safety harnesses must be worn when applicable.

Lone Working
Lone working may be carried out by staff depending on the tasks of their role. If there are occasions for staff needing to work alone, then the school has set out procedures to keep staff safe. More information is available in the Lone Working Policy.

Mental Health and Wellbeing
At EF Academy we aim to promote positive mental health for each student and staff member. The school offers Education Partner Support for all staff members, this service can be accessed confidentially.
More information is available in the Mental Health and Wellbeing Policy, which reflects the challenges both students and staff face and what the school does to support them.

Moving and Handling
Moving and handling includes lifting, pulling, pushing, moving, and carrying items. Staff are informed of the risks associated with moving and handling and must complete the training associated with this.
Moving and handling risk assessment is also available, this determines the concerns available

for the associated tasks.

Office Safety
Offices are checked to ensure any hazards are removed and any associated risks are managed.
A Display Screen Assessment is conducted by DSE users, to ensure they are not exposed to risks from repetitive strain, injury, or work-related issues.
Adequate workspace and storage are provided, to ensure staff can work fulfil their duties to the best of their ability, staff must maintain their workspace areas and to report any concerns to the facilities or health and safety team.

Off Site Visits
An off-site visit is where students are taken away from the school site to participate in activities.
A risk assessment must be completed by the event organiser and signed by the approving officer before the visit takes place.
Control measures must be put in place to ensure the risk level for the off-site activity is low. If the risk levels are medium or high then the visit must be assessed further with all concerned, until the risks can be reduced to an acceptable level.
The risk assessment process also determines the level of first aid cover for the visit. All DfE guidelines must be adhered to before any off-site visits take place.

PAT Testing
All portable electrical appliances on site and those brought in by students and staff will be tested annually. Any items that pass the testing are labelled for safe use and any items that do not pass the testing will be removed and disposed of safely.

Pregnant Workers
A risk assessment will be conducted, to ensure all reasonable controls are in place for the safety of the mother and unborn child. The school encourages staff to notify their line manager of their pregnancy as soon as possible, so steps can be taken to ensure the staff member is comfortable whilst conducting their duties.

Property Maintenance
All staff are required to be vigilant around the issue of property maintenance, any defects in the conditions of the buildings or grounds should be reported to the facilities team immediately.
The facilities team will then assess the area and take necessary steps to ensure it is safe to use.

Risk Assessments (See Risk Assessment Policy)
Risk Assessments are conducted to ensure the safety of all staff, students, contractors, and visitors.
Risk Assessments are completed by competent staff with experience, for the necessary activity to take place safely.

Risk assessments will be completed using the follow steps:

- What is the task
- What hazards are associated with the task
- Persons at risk
- Current control measures in place
- Are the current controls effective
- The degree of the risk

- What further action may be necessary
- Responsible persons

The risk assessments will be shared with all relevant staff and the assessment reviewed as necessary.

All risk assessments will be reviewed annually. They will also be reviewed if there are any significant changes to the associated tasks.

Security

- All staff carrying out their duties on or off site must always wear their identification badge.
- Unknown visitors must not access the school campuses and should be reported to the security team or to the most senior staff member on site.
- Any visitors must sign in at the main reception (including regular visitors) and remain with their host, especially if they have not been DBS checked and had their ID checked.
- The school will issue a visitors badge for each visitor, which must be displayed clearly, whilst conducting any activity related to EF Academy.
- Visitors must sign out at the end of the visit and leave the site immediately.
- CCTV is used to monitor the site for the safety and wellbeing of everyone and is regularly reviewed.

Intruders

Anyone thought to be unknown and seen without a visitors' badge must be challenged if it is safe to do so and if they refuse to cooperate will be asked to leave the campus.
All staff have a responsibility for upholding the security of the campus and must ensure all visitors are directed to sign in at reception.

Personal Property

Staff and students are responsible for the security of their own personal belongings. Students are provided with a safe in their residential rooms, they are also encouraged to lock their doors and discouraged from leaving valuable items around the school.